

**Virginia Department of Agriculture & Consumer Services  
Office of Pesticide Services**

**Policy for Submission of Pesticide Labels**

**Content:**

All labels which are submitted during registration or due to revision must meet the requirements of the Virginia Pesticide Control Act (VPCA) and Regulations Pursuant to the VPCA. The submitted label will include all panels which are present at the time of purchase on the pesticide container. Such label will include all graphics, ingredient statements, precautionary statements, signal words, complete use directions, EPA Registration Number and Establishment number and all other information presented to the customer at the time of purchase. The attached document explains label requirements specific to Virginia's Pesticide Control Act and Regulations created pursuant to its authority.

**Format:**

Pesticide labels can be submitted in the following manner:

1. Original label from the container;
2. Photocopy of the container label;
3. Facsimile of the container label;
4. Photo of the container label;
5. Electronic copy of the container label (See below);

All submissions are to be clear and legible. They are to reflect the label which appears on the container in the marketplace. Options 2-4 should not be submitted as the electronic copy either to our office or through a registration service provider. The Office of Pesticide Services does not require submittal of the EPA stamped label or correspondence related to approval of the label as that information is available on EPA's website.

Guidance for submitting electronic files:

1. All files should be submitted as PDF files.
2. Electronic files can be submitted on CD or equivalent media, by email as an attachment or via an online registration service such as Kelly Solutions.
3. The label to be submitted shall be the final version of the label as it appears on the container in the marketplace. Copies of printer's proofs, "book art" or pre-print labels shall not be submitted. This would include versions containing information as to the label dimensions, color codes or other information that does not appear on the final label.
4. Files submitted electronically may be viewable by the public and should reflect the same label that they would receive when the product is purchased from the retailer or distributor (not a specimen label).

5. If the use directions reference a technical bulletin or other similar document include a copy of that document with the label. The two documents should be merged into one file prior to submission.
6. For files submitted to an online registration service: If a file cannot be submitted electronically according to the above guidance, please submit it via one of the other methods.

Revised 11/12/2008